



## State of New Jersey

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GOVERNOR

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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SECRETARY

### ANTICIPATED JOB VACANCY Unclassified - Statewide

**Issue Date:** September 23, 2021

**Closing Date:** October 9, 2021

**Title:** Grants Manager Consultant

**No. of Vacancies:** 1 (one)

**Salary:** \$60,000 - \$65,000

**Location:** Office of the Secretary of Higher Education, Trenton, NJ

The Office of the Secretary of Higher Education (OSHE) is a fast-paced and entrepreneurial agency that strives to make the state's vision for higher education a reality. OSHE works to implement major administration initiatives, manage grant programs, and develop higher education policy for the state of New Jersey. The agency seeks a Grants Manager Consultant.

The New Jersey Office of the Secretary of Higher Education's (OSHE) division of Finance, Research, and Accountability is responsible for the financial operations and compliance for the agency. The primary role for this position is to provide grants management support to various programs administered by OSHE. These programs include federal and state grant funding of a variety of sizes, program goals and project impacts. The grants manager will liaise with institutional and other recipients to ensure program progress. This is a position where strong analytical and organizational skills are essential. The position will report to the Managing Director.

OSHE is a values-based, mission driven organization with an overarching goal focused on ensuring that every New Jerseyan, no matter their life circumstances, has the opportunity to attain a high quality credential that prepares them for life.

#### MAJOR PRIORITIES/RESPONSIBILITIES:

- Ensure compliance with the rules and regulations administered by the grantor; oversee special audits along with the finance team when conducted by the grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
- Serve as a liaison with principals and other departments on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.

- Assist in evaluating the fiscal and overall administration of grant programs under OSHE's purview.
- Assist in providing notifications and communications regarding grants.
- Provide technical assistance including but not limited to providing technical workshops to grantees for each grant.
- Oversee timely submission of grant applications, grant agreements, budget transfers, reporting.
  - Help in developing grant templates as needed
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Chief of Staff and Assistant Secretary.

#### **QUALIFICATIONS:**

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with fiscal staff and other agency staff and staff in other education agencies and at institutions of higher education.
- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and databases, required.
- Ability to interpret complex grant funding requirements, submissions, and budget projections;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to review the work of others to ensure conformance to standards;
- Ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.
- Effective communication and presentation skills.

#### **REQUIREMENTS:**

- **Education:** Candidate should have a relevant Bachelor's Degree from an accredited university or college in accounting or finance. Previous experience in grants financial management, finance, in an educational setting preferred, but not required.
  - **Consultancy:** This position has the potential to become a permanent position.
- Experience:** Minimum 4 years relevant forensic accounting or finance experience required. Higher education or government experience a plus.

**NOTE:** A complete application **must** include a cover letter addressing how your experience and skills meet the qualifications, resume and three professional references.

**Interested applicants that meet the requirements listed above should send a complete application as stated above to:**

**[humanresources@oshe.nj.gov](mailto:humanresources@oshe.nj.gov)**